

U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT REPORT FORM



Region/Program__6_____

_____4th_____ Quarter, Fiscal Year __03_____

Part I. Recruitment Activities

A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSI TY/ COLLEGE **	CATEGORY* **	AWARDS TO UNIVERSIT IES/ COLLEGE	STAFF HOURS/ SALARI ES	COST
Comments: Nothing new to report						

B. Disabled Recruitment Initiatives

July 10, 2003-Cerebral Palsy (CP) of Colorado Business Advisory Council (BAC). A DCR staff member presented the difficulties FWS hiring officials have expressed in hiring persons recovering from a mental illness. EEO Specialist was presented with a Certificate of Appreciation by Employment Works CP of Colorado for her efforts in placing three of their consumers in a work experience program and then facilitating the hire of one of them.

July 23, 2003-DCR staff member presented a power point presentation to the Denver Federal Personnel Council on how to develop a Persons with Disabilities Program.

September 17, 2003- DCR staff member met with the State of Colorado, Division of Vocational Rehabilitation (VR), Business Enterprise Program Manager, and with an Employment Consultant with CP of Colorado to plan the BAC meeting to be hosted by DCR at the FWS Regional Office (RO) on October 9, 2003. The training will be on Mental Illness in the Workforce, and will be offered to members of private industry, State and Federal agencies, and FWS managers and supervisors employed at the RO.

September 18, 2003- DCR staff member arranged for an Employee Assistance Program (EAP) counselor to attend the October 9, 2003, BAC meeting. The counselor will be available to employees requesting information on mental health resources and screenings.

September 19, 2003- DCR staff member attended the State of Colorado VR Connect meeting and presented the Persons with Disabilities Program to 50+ private industry and state VR employment counselors. The presentation included interaction about the Federal application process, what is needed on client resumes and references, information for cover and follow-up letters, and successful interviewing tips.

Resumes

A total of six resumes received this quarter.

Interviews

July 28, 2003-A DCR staff member interviewed two Community College of Denver, ROOTS Program participants interested in the Persons with Disabilities Work Experience Program.

Placements

September 2, 2003- Fish & Wildlife Biologist, GS-401-7, with a targeted disability at the Ecological Services office in Pierre, South Dakota.

September 8, 2003- Information Technology (IT) Specialist, GS-2210-9, with a targeted disability in Budget & Administration, IT Management, Regional Office.

Agency Partnerships

U.S. Dept. of Labor, Bureau of Apprenticeship & Training
Emily Griffith Opportunity School
Jeffco Public Schools, School-to-Work Alliance
State of Colorado, Dept of Vocational Rehabilitation, Denver Metro Office
City and County of Denver, Mayor's Office of Workforce Development
Colorado Business Leadership Network

C. Other Recruitment Activities

August 17, 2003-The Region was a co-sponsor of the Denver Federal Executive Board (DFEB), Asian Pacific Islander Program Council's booth at the 3rd Annual Dragon Boat Festival, held at Sloan's Lake, Denver, Colorado. The festival is a celebration of the rich and diverse Asian Pacific American community in the metropolitan Denver area. The event had around 65 booths, 48-dragon boat racing teams, and an estimated 30,000 people attended. The booth, staffed by DCR, was shared with U.S. Geological Service, Bureau of Reclamation (BOR), and the Social Security Administration. Brochures, pamphlets, coloring books, posters, and employment information were provided

Part II. Outreach and Educational Programs

DATE	PROGRAM/ACTIVITY	COST
9/17/03	DCR staff member visited with two elementary school principals, from Denver Public School (DPS), Barney Ford and McGlone, to discuss the Service and to encourage them to utilize the service of the Region's "Scientist in the Schools," program.	No cost
9/22/03	DCR Staff member met with DPS, Montbello High School principal, to also discuss the "Scientist in the Schools," program and to encourage a closer working relationship with the Rocky Mountain Arsenal National Wildlife Refuge (NWF) and their outreach program. These three schools have approximately a 50% minority enrollment	No cost

On-going	Rocky Mountain Arsenal NWR “Wild News” newsletter in Spanish and offer programs in Spanish	No costs
Comments:		

Part III. Retention and Career Development Activities

A. Career Development Activities

July 2003-Region 6 submitted five employees for the Stepping Up to Leadership Program for sessions seven and eight. This included three white females.

September 7, 2003-Jeff Roets, EEO Specialist, is on a detail to the Human Resources (HR) Office, Staffing Branch, until November 5, 2003. The detail will provide an opportunity for Jeff to gain knowledge on the full-range of staffing and recruitment duties. This will assist Jeff with his duties as Student Educational Employment Program (SEEP) Manager.

September 7, 2003-Gerri Purvis, HR Specialist, Employee Development, is on a detail to the DCR Office, until November 5, 2003. Gerri is assisting the Diversity Committee and with Outreach and Recruitment activities to include contacts with Denver Public Schools.

B. Mentoring and Coaching Programs

A HR Specialist based on direction from the Regional Director (RD), Deputy Regional Director, and HR Officer, has formed a Mentoring Program Steering Committee. The Committee has drafted a charter and concept paper to establish a mentoring program in the Region.

C. Family/Work Life Initiatives

A “Cell Phone Round-Up” resulted in 51 cell phones being donated to The Charitable Recycling Program. The organization is a clearinghouse for donated cell phone and will distribute to various charities and organizations.

August 19, 2003-The M&M Committee hosted an “End of Summer Barbecue” for employees. A member of the DCR staff assisted in the event.

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/Supervisors			
7/09/03	Arab, Muslim and Sikh Awareness and Protocol Seminar	A community dialogue to inform and educate communities re: Arab, Muslim, Sikh	1-DCR Summer Student	1-DCR Chief	4	U.S. Dept. of Justice	0.00

07/10/03	EEO & Harassment Training for Region 9 employees at the Finance Center	EEO training	18	0	4	DCR staff	0.00
8/13/03	EEOC Technical Assistance Program Seminar (TAPS)	Information from EEOC on the latest developments in EEO Laws and Best Practices	1-DCR Staff Member		8	EEOC	\$275.00
8/25-29/03	Blacks in Government (BIG) Annual Training Conference		1-DCR & 1 HR Staff Member		40	BIG and various trainers	\$525.00 each or \$1050.00 total
8/25/03	BIG Opening Plenary Session		2-DCR & HR Staff Members	2-Regional Director, DCR Chief	4	BIG and Keynote, Erylene Piper Mandy, Ph.D.	0.00
8/26/03	DOI Pre-Conference Training Session at the BIG Conference		3-DCR Staff Members 1 HR Staff Member		4	Various DOI Staff	0.00
8/26/03	Leading a Diverse Workforce Satellite Broadcast	Provided information on how to define diversity in the workforce and understanding of the barriers to building a diverse workforce	1	35	2	Presented through NCTC and Federal Training Network Rennie Saunders, Presenter	0.00
9/23-24/03	Advanced Interagency ADR Seminar	Fulfill annual CORE training requirement	1-DCR Staff Member		16	CDR Associates	0.00 BOR contract ed for the case
9/25/03	Conflict Management and Confrontational Skills	To recognize which ADR resolution tool to use	1-DCR Staff Member		8	Fred Pryor Seminars	\$99.00

7/08-9/30/03	DOI Office of Collaborative Growth ADR Web and CD ROM training	To educate DOI staff, especially managers, on using collaborative processes & ADR to prevent, manage, and resolve disputes.	39	194 Region 6 17 Region 9	1	DOI	0.00
7/03	Diversity Theme to advertise 8/26/03 Satellite Broadcast	Display Case w/information and poster posters	All	All		DCR	0.00
08/25-29/03	Women's Equality Day	Display case with information and posters	All	All		DCR	\$50.00
9/15/03-10/1/03	Hispanic Heritage Month	Display case with information and posters	All	All		DCR	\$50.00
Comments:							

Part V. Management Accountability/Noteworthy Activities

A SCEP student, as part of her Field Placement in DCR, worked with Refuges and conducted an Organizational Climate Survey of the Regional Refuge staff. On July 22, 2003, the SCEP student presented the results of the survey to the Region 6, NWR Chief and the senior management team. The HR Officer and DCR Chief were also present. On August 4, 2003, the SCEP student (now converted to an EEO Specialist) and the DCR Chief attended a Refuge management staff meeting to assist the staff in communicating alternatives to improve the climate of the Regional Refuge Staff. On August 7, 2003, the HR Officer, DCR Chief, and the EEO Specialist, met with the Region 6, NWR Chief, to offer feedback and recommendations for improving communications between the Refuge senior management team members, as well as, the team and field station employees.

July 15, 2003-DCR staff member placed an accommodation order with Computer/Electronic Accommodations Program (CAP) for the JAWS program and scanner software to enable a Fish and Wildlife Biologist, with a targeted disability, to perform the essential function of the job. CAP approved and sent the software to the program area.

July 30, 2003, September 10, 2003, September 24, 2003-The Regional Diversity Committee continues to meet. In the July meeting, the DCR staff presented a power point on workforce profiles, recruitment/outreach efforts, Student Educational Experience Program (SEEP)

Recruitment, Persons with Disabilities Program, and Mentoring and the RD addressed the committee. In September, the committee has established a FY 04 Goal to increase minority representation and to use the SEEP to accomplish this goal. Also, a job fairs/conferences were identified and committee members will encourage supervisors in their program areas to attend.

July 14, 2003, July 17, 2003, August 4, 2003, September 22, 2003 -The DCR Office continues in consortiums designed to provide ADR resources. This includes the DFEB ADR Consortium and the DOI ADR resources in the Denver area. Both are possible sources for mediators for EEO pre-complaints. As a result of the involvement in these sources of ADR, a DCR staff member was able to respond to a request from the Ecological Services, Helena, Montana Field Office for an Early Neutral Evaluation between FWS and AVISTA utilities. The staff member arranged for an attorney with the Environmental Protection Agency to conduct and potentially mediate the outcome.

September 24, 2003- The Region hosted the DOI Diversity Coalition West meeting. Presented with BOR, National Park Service, Bureau of Land Management, and Office of Surface Mining staff involved in diversity/recruitment initiatives for their bureaus. Agenda items included a DOI consolidated effort at the Office of Personnel Management Job Fair, National Disability Day, and the Wilderness Expo and Conference.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women's, Hispanic and Disabled).

The DCR staff continues to attend meetings of the DFEB EEO Work Force Diversity Council Sub-Committees. During this quarter, meetings of the Hispanic Employment Program Council and the American Indian Program Council were attended and appropriate vacancy announcements were shared. In addition, "Wild News," the newsletter from the Rocky Mountain Arsenal National Wildlife Refuge, is distributed. The newsletter describes the events offered at the Refuge.

B. Student Educational Employment Program (SCEP and STEP).

July 7, 2003, Refuges, Realty, placed a White female, GS-0326-04, Office Automation Clerk.

July 13, 2003-Refuges converted a White female, SCEP Student Trainee, Outdoor Recreation Planner, GS-0099-05 to an Outdoor Recreation Planner, GS-0023-05.

July 13, 2003-Refuges converted a White male, SCEP Student Trainee, Fire Management, GS-0499-05 to a Range Technician Firefighter, GS-0455-05.

July 27, 2003, Human Resources converted a White female, SCEP Student Trainee, Human Resources Management, GS-0299-09 to an Equal Employment Specialist, GS-260-09.

C. Student Intern Program

This year Region 6 participated in the Denver Safe City Office Summer Youth Employment Program (SYEP), and placed two Hispanic females in the Regional Office. The high school student's placement began on June 10, 2003, and ended on July 25, 2003. The goal of the program is to expose youth to future opportunities that are available to them if they remain in school and develop a strong work ethic.